

# Benefits Summary Sheet

STATE OF KANSAS

End of Employment

REV 12/14/2018

## UNEMPLOYMENT BENEFITS

To avoid any delay of unemployment benefit payments, it is extremely important to file your claim for unemployment insurance benefits as soon as possible following your last day at work. Go to the Kansas Department of Labor's Unemployment Insurance website to file your claim or ask questions. The web address is: <https://www.getkansasbenefits.gov/Home.aspx>.

Location	Telephone
Kansas City area	913.596.3500
Topeka Area	785.575.1460
Wichita Area	316.383.9947
Toll Free	800.269.0633

## ACCUMULATED LEAVE

Your final paycheck will include payment for any accumulated vacation leave up to your allowable maximum accumulation; compensatory time credits, if applicable, and your earned bi-weekly salary. You will not receive payouts for any accumulated sick leave, except for eligible retirements, holidays occurring after the effective date of your termination or unused discretionary day.

If you are re-employed or reinstated to a permanent state agency position within 1 year from the date of termination your unused sick leave balance, at the time of termination, will be credited to you. This does not apply to former State of Kansas employees who have retired.

## EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES

A counselor is available 24-hours a day for help in dealing with personal or family problems. This service will be available to you and your immediate family. The toll-free number for EAP Services is 1-888-275-1205 (Option 7); detailed information can be viewed at the following website: <http://www.kdheks.gov/hcf/healthquest/eap.html>

## STATE EMPLOYEE HEALTH PLAN/Insurance

If you are currently enrolled in group health insurance, your coverage will end effective midnight on the last day you are in pay status. To continue group health insurance coverage you will be responsible for paying the full premium. The full premium includes the share you paid as an active state employee and the share the state paid as your employer. Following your last day at work, the Kansas Department of Health and Environment, Division of Health Care Finance, will send information to your home address offering you 18 months of coverage at the full premium rate (COBRA). For more information go to the following website, <http://www.kdheks.gov/hcf/default.htm>, and see Employee Guidebooks/Active State/Chapter on COBRA).

- **Flexible Spending Accounts (FSA)**

FSA coverage ends at the end of the month in which termination from State of Kansas employment occurs. If you terminate employment with the State of Kansas you will face restrictions. You will have until 90 days from the last day on the payroll to file claims. Claims for FSA must be incurred by the end of the month in which you worked. In addition, if you terminate employment, you may extend your period of coverage for the HC FSA on an after-tax basis by electing continuation of coverage under COBRA (but only if paid claims have not exceeded contributions). If the State of Kansas rehires you after a 30 day break in State employment, you may not re-enroll until the next Open Enrollment period. For more information go to the following website: <http://www.kdheks.gov/hcf/sehp/FSA.htm>.

- **Health Savings Account (HSA)**

Your HAS belongs to you and is "portable" which means even if you leave your employer, you take your account with you and can use it to pay for eligible medical expenses for you and your tax qualified dependents. Since the account belongs to you, you are responsible for the account investments and fees, so be sure to review the HAS investment options and account fees that apply. Detailed information can be viewed at the following website: [www.MyKansasCDH.com](http://www.MyKansasCDH.com).

## **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)**

If you are currently contributing to KPERS through payroll deduction, your final deduction will be made from your last paycheck. For more information about your vesting status or available options call 1-888-275-5737 or in Topeka 785-296-6166; or email [kpers@kpers.org](mailto:kpers@kpers.org); or access the KPERS website at <http://www.kpers.org>.

### **• KPERS Group Life and Optional Group Life Insurance**

Both types of life insurance (Group Life and Optional Group Life) are administered by KPERS. If requested within 60 days following your date of termination, this coverage may be ported or converted. Contact your personnel officer to complete any necessary forms or for more information about your options to port or convert access the following website: <http://www.kpers.org/forms/mlportability.pdf>; or <http://www.kpers.org/forms/miconversion.pdf>.

#### **Basic Group Life**

If you are employed in a benefits eligible position, you are covered by group term life insurance through your last day at work. Coverage equals 150% of your current annual rate of compensation.

#### **Optional Group Life**

If you are currently enrolled in optional group life insurance, your coverage will end effective the last date of the month in which you work.

### **• KPERS 457 Deferred Compensation Savings Plan**

If you are currently participating in the deferred compensation savings plan (KPERS 457), your final deduction will be made from your last paycheck. You may also choose to end your participation prior to your final paycheck. Contact your KPERS 457 Local Counselor at [Kpers457@KPERS.org](mailto:Kpers457@KPERS.org) to make any changes.

Below is the KPERS 457 website for additional information:

<https://kpers457.gwrs.com/preLoginContentLink.do?accu=KansasWR&contentUrl=preLogin.aboutTandem.E&specificBundle=preLogin>

## **ORGANIZATION DUES**

If you currently have payroll deductions for organization dues, the final deduction will be made from your last paycheck. You will need to contact your personnel officer if you choose to end your participation prior to your final paycheck.

## **UNITED WAY and COMMUNITY HEALTH CHARITIES**

If you currently have payroll deductions for United Way or Community Health Charities, the final deduction will be made from your last paycheck.

## **LEARNINGQUEST**

If you currently have payroll deductions for LearningQuest and have met the required minimum contribution, the contributions will stop automatically after your last paycheck. If you have not reached the required minimum contributions or if you wish to continue contributing to your learning quest accounts, contact LearningQuest at: 1-800-579-2203 or access additional information at the following website: <https://www.learningquest.com/>.

## **EMPLOYEE SELF-SERVICE**

Employees have access to employee self-service for 18 months after the final day on the payroll. This will allow you to print the current year W-2 form. Be sure to keep your state employee identification number in a place you can recall it for this purpose.